



***Kalamazoo RESA 4606 Croyden Kalamazoo, Michigan 49002***

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## **Great Start Parent Coalition Liaison Job Description**

**Period of Position:** TBD (subject to change)

**Reports To:** Great Start Collaborative Coordinator

### **Minimum Qualifications:**

- Be the parent of a child under the age of twelve, who is representative of the diversity of the community.
- Be interested in mentoring and supporting other parents in the community to become engaged in the Great Start Collaborative their strategic activities.
- Have prior experience working with groups of adults.
- Have prior experience with early childhood planning activities.
- Demonstrate ability to work positively with parents.
- Have willingness to travel and attend State and National trainings.
- Display cultural/social sensitivity skills
- Bilingual in English/Spanish preferred
- Experience in facilitating meetings
- Excellent verbal and writing skills
- Available for periodic weekend and evening meetings
- Willing to advocate on behalf of children and families
- Willing to educate parents and community on good family parents
- Ability to assist in meeting the vision of preparing children for kindergarten

### **Duties and Responsibilities:**

- Coordinate and support efforts of Parent Coalition participants
- Attend and facilitate monthly county level Parent Coalition meetings
- Actively encourage and locate parents for participation in the Great Start Collaborative and the Parent Coalition.
- Recruit to maintain at least 20% parent participation in the Great Start Collaborative
- Recruit to assure that the Great Start Parent Coalition includes parent members who represent the diversity of the community
- Assist in assuring that parent members of the Great Start Collaborative receive, in a timely manner, the same support and resources available to non-parent members including, at a minimum, financial reimbursement for expenses incurred as a member, and access to professional development and mentoring opportunities.

- Help in disseminating Great Start initiative information to area parents.
- Survey parents as part of Great Start assessment strategies.
- Maintain open communication lines between parents and the Great Start Collaborative Coordinator.
- Plan events on behalf of the parents
- Assist in grant writing on behalf of parent activities
- Maintain attendance records, agendas, and minutes of Parent Coalition meetings/activities
- Attend community meetings involving parent/child issues.
- Other duties as required by future grant requirements.

**Purpose of the Position:**

Increase parent participation in the early childhood planning and decision-making through establishing and supporting the local Great Start Parent Coalition which will:

- Serve as the recruiter and support “body” for the constituency group of parents on the Great Start Collaborative – giving them a means to better understand the desires and needs of parents in the community.
- Train parents for advocacy and leadership for the GSC, GSPC and community boards and advisory committees.
- Provide programming, events and activities to support parents in being in advocacy and leadership roles on behalf of their children.
- Help to move forward the agenda to support the vision of preparing children to be ready and successful in school and in life.
- Assist in building public support and will for early childhood investment.
- Support and be engaged in the assessment and strategic planning work of the Great Start Collaborative.
- Strengthen the civic engagement of parents in the community, on behalf of young children.

**Stipend:** Contractual hourly amount

**Application Deadline:** until filled

***Jacque Eatmon***

***Kalamazoo County Great Start Collaborative***

*Great Start Collaborative Coordinator*

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